


Board of County Commissioners  
INTER-OFFICE MEMORANDUM

**DATE:** October 13, 2003  
**TO:** Parwez Alam, County Administrator  
**FROM:** Gary W. Johnson,  Director, Growth and Environmental Management  
**SUBJECT:** Update on the Office of Management and Budget Recommendations  
Concerning the "Other Relevant Findings" Section of the Growth and  
Environmental Management Site and Development Plan Process Report

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This memorandum provides an update on the status of the Department's implementation of the recommendations outlined in the Office of Management and Budget report concerning the Site and Development Plan Process issued on May 22, 2003.

**I. Concerning the use of a single Permitted Use Verification (PUV) for multiple tax parcels.**

OMB recommended that permit tracking software be upgraded to allow for the listing of multiple parcels on a single PUV. The response from GEM that the cost of upgrading the software would have a potential fiscal impact, and that the Department would handwrite additional parcels on the approved PUV was determined to be adequate. This procedure has been implemented. GEM will continue to explore the idea of upgrading the software to accommodate the multiple listing of parcels if a cost effective solution can be found.

**II. Concerning allowing the Board to ratify the Development Review Committee (DRC) approval of the Oak Ridge Place subdivision, and revising procedures to enhance the internal review of a project's PUV certificate with the formal site plan application.**

This Department has been advised by the County Attorney that since the City of Tallahassee has annexed this subdivision that the City will have to approve the final plat.

In addition, Development Services has implemented measures to ensure that the PUV is reviewed after the site plan application is submitted to ensure that the site plan is consistent with the approved PUV. The PUV is again reviewed after the site plan is submitted, and an additional analysis section in the DRC report covers the issue of whether the Site Plan is consistent with the PUV determination.

**III. Concerning the documentation of waiving certain site plan application requirements as allowed by Section 10-1481(3)(b), Leon County Code of Laws.**

Staff has implemented a procedure whereby a site plan applicant is given a written check list at the pre-application meeting that delineates the specific documents required to be submitted with an application. A copy of the check list is incorporated into the review file for documentation.

**Memorandum: Update on the Office of Management and Budget Recommendations Concerning the "Other Relevant Findings" Section of the Growth and Environmental Management Site and Development Plan Process Report**

**October 13, 2003**

**Page 2**

**IV. Concerning evaluating existing internal procedures and making necessary adjustments to comply with the ten working day period to determine if a site plan application is complete, and to ensure faxed sufficiency responses are incorporated into the review file.**

The Development Services Division is now ensuring that all faxed comments regarding the sufficiency of a site plan application to the applicant are documented in the review file. In addition, during months that have five working weeks, staff has implemented procedures to ensure comments are provided within the 10 working days, which will make them available a week before the technical review committee meeting. Supporting documentation regarding these faxed transmissions are also documented in the file.

**V. Concerning revising Leon County Code of Laws, Section 10-1027 to allow the various directors required to be on the Parking Standards Committee to utilize designees.**

The Department is currently working with the County Attorney's Office to revise the ordinance language to allow the use of designees to the Parking Standards Committee. The estimated time to bring this item before the Board for consideration is the November 11, 2003 meeting.

**VI. Concerning revising Chapter 10, Division 4 of the Leon County Development Regulations (LDRs) to show County Administrator or designee rather than Community Development Director or designee, or Director of Growth and Environmental Management or designee.**

For consistency purposes, the Department is currently working with the County Attorney's Office to revise the ordinance language to change all references in the LDRs to reflect County Administrator or designee rather than Community Development Director or designee, or Director of Growth and Environmental Management or designee. The estimated time to bring this item before the Board for consideration is the November 11, 2003 meeting.

These revisions to the ordinance should complete the implementation or consideration of the recommendations made by OMB concerning other relevant findings noted during their review of the Growth and Environmental Management site and development review process.

GWJ/wsr

cc: Alan Rosenzweig - Director, Office of Management and Budget  
Herb Thiele, Esquire, County Attorney  
Emma Smith - Assistant to the Director of GEM  
Davin Suggs - Budget Administrator - OMB  
GEM Division Directors